

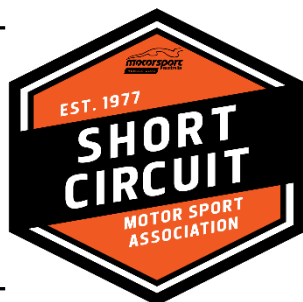
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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President: Moss Lane  
Vice-President: Dan O'Mara  
Secretary: Charlotte Kelly  
Treasurer: Cassie Lepp  
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## **Role Description: General Committee Member of the Short Circuit Motor Sport Association Inc.**

**Role:** Event Coordinator

### **Purpose of the Role**

The Event Coordinator is responsible for the effective planning, organisation, and management of events for the Short Circuit Motor Sport Association Inc. (SCMSA). This includes liaising with relevant stakeholders to ensure all events comply with association regulations, affiliated club expectations, and legal requirements.

### **Key Responsibilities**

- Collaborate with the Event Secretary to meet event requirements and ensure compliance with legal and association policies.
- Contact and coordinate event officials, ensuring their availability and readiness.
- Notify affiliated clubs of upcoming events and distribute relevant information.
- Provide the Media & Merchandise Coordinator with event details for publicity purposes.
- Oversee event logistics, including track preparation, safety measures, and scheduling.
- Maintain accurate records of event planning and execution.
- Ensure adherence to Queensland's Associations Incorporation Act 1981 and other applicable legislation.

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### **Clubs affiliated with SCMSA**

Downs Motorsport Club - Lotus Club of Qld  
Ipswich West Moreton Auto Club  
Tamworth Sporting Car Club - Millmerran Auto Club



Funded by



**Community Benefit Fund**  
Queensland Government

## Legal Obligation

- Act in the best interests of SCMSA, avoiding conflicts of interest.
- Ensure events comply with the Work Health and Safety Act 2011 (QLD) and any insurance requirements.
- Maintain accurate and lawful records of event-related activities and decisions.
- Ensure financial transactions related to events are recorded in compliance with association policies.

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